

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 9th December 2024

Present: C Henderson, D Brown, S Butson, J Laming, H Easton, F.Nelson

In attendance: P Kranz (Minutes Secretary)

Apologies: J Wright.

The meeting opened at: 6.06 pm with a Karakia from Joe



ADMINISTRATION MATTERS	
	Action Required
Declaration of Interests None declared	
Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 16th of September 2024 be accepted as a true and correct record. F Nelson / H Easton Agreed	
Matters Arising From the Minutes Analysis of Variance and donations recommendations from the last meeting actioned.	
Correspondence. Letter from the accountants re motions to be considered and minuted by the Board.	
<u>Out</u> None	
REPORTS	
Principal's Report In addition to his tabled report, Damian added:	
Actions against the Annual Plan. All were green-lighted except for one, and that one was not for want of trying.	
Personnel The transition and induction process for Sammy is working well.	

One interview for the Teachers Aid for room is still to be held.

Bank Staffing

In a good position, enabling teachers to have more classroom release time.

Property

The painting starts on the 17th.

Staff Wellbeing

Professional growth cycles are all completed and signed off. Both went well and have shown good results with the students.

Pool

The pool floor is very slippery. Damian said mats are coming.

Attendance Report

Improvement in the critical 'Below 70%' category, Data is better than last year and trending upwards.

Financial Report

The position is good. This is up from last year at this point, though payment to teachers' aids will take it back down.

Accounts Motions.

Moved: The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

H Easton / F Nelson

Agreed

Moved: Now that the 2023 audit has been finalised Solutions and Services have provided a fully budgeted statement of financial position and statement of cash flows extracted from the Board approved operating and capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post-2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis, the Board approves the use of these documents in the 2024 annual reports.

F Nelson / S Butson

Agreed

<p>Data Reports</p> <p><u>Writing</u></p> <p>Damian is thrilled with the progress in writing. The work with writer's toolbox is very much paying off, and it still has two years to go.</p> <p>Teachers' confidence and consistency in using it have also increased.</p> <p>The Student Voice survey shows significant improvement in their clarity around their own writing learning process, and their enjoyment of writing.</p> <p>The results include a 15% positive shift in results for boys, evidence that the consistency of use is showing results.</p> <p>Results are above the ministry's goals.</p> <p>There is also an intangible feeling that the whole writing process has lifted.</p> <p><u>Reading</u></p> <p>Multi-Sensory Learning is taking longer to implement.</p> <p>Girls doing well with it. However, the boys and Maori students need to engage more and show more progress. Damian felt that to achieve that with these groups what is needed now is simply consistency and perseverance.</p> <p><u>Maths</u></p> <p>Normally a strength, the results are good but not compared to what the school has achieved in the past. The same students who struggle with reading are struggling with maths.</p> <p>However, the Prime Maths program will be in place for them next year. Teachers visited Dunroon to see it in action and were impressed.</p> <p><u>Attendance and Achievement link.</u></p> <p>Damian said attendance stats are getting better, but disappointingly that hasn't linked to improved achievement.</p>	<p>Damian to action.</p>
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<p><u>Target Kids</u> Writing improvement with this group has been fantastic, so the writer's toolbox works for them too.</p> <p><u>Maths</u> 6 out of 21 moved in a positive direction, which is a success, but Damian wants it to be at least 50%. There will be Prime Maths for them next year, which should help</p> <p><u>Reading</u> The Multi-Sensory Learning program Has moved more than half of these kids results in a positive direction.</p> <p><u>Health and Safety</u> Tabled as read.</p> <p>Moved: That the above reports be accepted as tabled. J Laming / E Finlay Agreed</p> <p><u>Strategic Plan</u> There was a discussion on strategic goals to focus on. The consensus was to remain focused on writing.</p> <p>Damian said he is seeking to apply what was successful in implementing Writers Toolbox with the implementation of the Prime Maths program.</p> <p><u>Camp Fees 2025</u> Discussion about whether parents at camps (other than the Wellington camp) should pay, or should be partly or fully subsidized. Agreed to cover camp costs (excluding the Wellington camp) for participating parents in 2025.</p> <p><u>Draft Budget</u> Damian outlined some of the details of some items. Full budget to be presented in February; Moved: That the surplus in the principal</p>	
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<p>wellbeing expenses account be transferred to 2025 D Brown / E Brown Agreed</p>	
GENERAL BUSINESS	
<p>Playcentre Response received from Tina Smit in regards to the questions raised at the last Board meeting. The was a broad discussion on the issues raised.</p>	<p>Damian to reply.</p>
MEETING DATES	
<p>Next Home & School Meeting To be confirmed.</p> <p>Next Board Meeting Monday 17th of February, 7.00 pm in the staff room.</p> <p>Enviro Schools Meeting 12th of December.</p> <p>Next meeting Karakia: Ed.</p>	

Meeting closed: 8.11pm

Signed: **Date:**.....